



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
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(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

December 22, 2009

To: Supervisor Gloria Molina, Chair
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

From: William T Fujioka
Chief Executive Officer

ACKNOWLEDGEMENT OF EMPLOYEE RESPONSIBILITIES

Improved risk management and prevention of future claims are a high priority for the County. Discrimination claims are an example of a preventable claim. The Chief Executive Office (CEO) worked with the Department of Human Resources and County Counsel staff to develop a new form (attached) which will document each employee's acknowledgement of their responsibility to conduct him/herself in a manner consistent with Federal and State laws, County Code and County policies. The form specifically states that, "Prohibited conduct and actions **include, but are not limited to,** discrimination based on race, color, gender, age, disability, sexual orientation, pregnancy, sexual harassment, and retaliation."

To prevent discrimination, the County provides training to ensure that employees are educated about proper conduct and actions. Unfortunately, discrimination incidents and claims continue to occur. We need to make it very clear that the County will hold employees financially accountable for damages in these types of cases. The form states, "Conduct or actions that violate laws or County policies could subject an employee to personal liability for damages in court proceedings and/or disciplinary action by the County, or both." Acknowledgement of personal liability will be a key factor in changing the behavior of those employees who have disregarded County policies and training.

"To Enrich Lives Through Effective And Caring Service"

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After CEO Employee Relations meets with the County labor groups to discuss the new form, departments will be directed to incorporate the new form into each employee's annual performance evaluation. Please have your staff contact Ellen Sandt at (213) 974-1186 if you have any questions or need additional information.

WTF:ES:ef

Attachment

c: Executive Officer, Board of Supervisors
 Acting County Counsel
 Acting Director of Personnel



**COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES**

ACKNOWLEDGEMENT OF EMPLOYEE RESPONSIBILITIES

Federal and State laws, the Los Angeles County Code, and policies of the County and its Departments prohibit various types of conduct and actions by County Employees. Prohibited conduct and actions **include, but are not limited to**, discrimination based on race, color, gender, age, disability, sexual orientation, pregnancy, sexual harassment, and retaliation.

It is the responsibility of every County employee to conduct him/herself in a manner consistent with the laws and with the County policies. Conduct or actions that violate laws or County policies could subject an employee to personal liability for damages in court proceedings and/or disciplinary action by the County, or both.

Employee Certification Section

I have read the above notice, and understand my responsibility as a County Employee.

Employee Signature: _____ Date: _____

Supervisor's Verification

I provided the employee with a copy of the acknowledgement.

Supervisor Signature: _____ Date: _____